



**MONTANA STATE HOSPITAL  
RESIDENTIAL CARE UNIT  
POLICY AND PROCEDURE**

**STAFFING PROCEDURES FOR THE RESIDENTIAL CARE UNIT**

**Effective Date:** December 17, 2008

**Policy #:** RCU- 07

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- I. PURPOSE:** To delineate procedures for staffing the Residential Care Unit program and utilizing hospital personnel to provide other services to residents.
- II. POLICY:** Montana State Hospital staff will be utilized to provide supervision and support for the residents of the Residential Care Unit program. Staffing needs will be determined by the Hospital Administrator and Director of Nursing. Residential Care Unit residents will receive continuing support from their previous treatment team and may participate in group and individual treatment services offered by the Hospital.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**

Director of Nursing – To schedule nursing personnel to provide supervision and support to Residential Care Unit residents and carry out responsibilities related to medications and other nursing functions.
- V. PROCEDURES:**
  - A. Scheduling of staff for the Residential Care Unit will be provided by the Montana State Hospital staffing office.
  - B. The Director of Nursing and the Hospital Administrator will adjust staffing levels according to numbers and needs of Residential Care Unit residents.
  - C. Staff will be provided with an orientation to the Residential Care Unit upon their initial assignment.
  - D. Residential Care Unit residents will receive services from the licensed provider and social worker assigned to that program and will participate in other treatment services offered by the Hospital.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Nursing
- VIII. RESCISSIONS:** None, new policy
- IX. DISTRIBUTION:** Residential Care Unit Program Policy and Procedure Manual

## STAFFING PROCEDURES FOR THE RESIDENTIAL CARE UNIT

- X. REVIEW AND REISSUE DATE:** December 2011
- XI. FOLLOW-UP RESPONSIBILITY:** Residential Care Unit Program Manager
- XII. ATTACHMENTS:** None

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Ed Amberg Date  
Hospital Administrator

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Janette Reget Date  
Residential Services Program Manager